

Technical Assistance Manual

for

Completing

the

Web version

of the

2005-2006

Special Education Supplement

July 2006

State of Iowa
Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

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Directions to Website

Step 1 Go to <https://www.edinfo.state.ia.us/securelogin.asp>



Iowa Department of Education



IDOE Web Application Server

 **This Site Is Secured By Encryption**
DO NOT USE YOUR REFRESH, BACK, OR FORWARD
BROWSER BUTTONS WHILE USING THIS WEBSITE!

Please enter a Login ID/Password
and click on the submit button.

Login ID

Password

Please enter a Login ID and Password
and click on the Submit button

Step 2 Enter your login and password

Step 3 Click on button

Step 4 Find Special Education on the Application Menu and click on it. **Please note:** I only have Special Education on my application menu; your district will have numerous applications listed.

APPLICATION MENU		
Login: 0000 User: Steve Crew		
APPLICATION	STATUS	DATE
<input type="button" value="Special Education"/>	Available	
<input type="button" value="Exit"/>		

Step 5 Go to Screen 1 directions on page 6.

Screen 1 – 2005-2006 1 District Information

Step 1 Go to the box labeled “Type of Special Education your district provides”

2005-2006 Screen 1 District Information
You must click UPDATE to save changes...The GO button does NOT save changes!

Update

Type of Special Education Service your district provides

Approved District Developed Delivery System Only ▼

Step 2 Click on the down arrow at the right end of the box to get a drop down of choices.

2005-2006 Screen 1 District Information
You must click UPDATE to save changes...The GO button does NOT save changes!

Update

Type of Special Education Service your district provides

Approved District Developed Delivery System Only ▼

Please Select...

Rules Based Program Only

Approved District Developed Delivery System Only

mm School District, certify that all data we submitted here, are true, correct, complete and

Step 3 Highlight the appropriate service from the drop down choices

- Approved District Developed Delivery System Only
- Rules-Based Program Only

Step 4 Scroll down to “Contact for questions concerning this Special Education Supplement”

Contact for questions concerning this Special Education Supplement				
Name:	testing			
Title:	admin			
Phone:	777	-	666	- 5555 Ext. 444
Fax:	777	-	666	- 5555
Email:	testing@hotmail.com			

Step 5 Enter each item as requested:

- Name
- Title
- Phone
- Ext.
- Fax
- Email

Step 6 Go to top of screen 1 and click on the **Update** button.

2005-2006 Screen 1 District Information

You must click UPDATE to save changes...The GO button does NOT save changes!

Update

Step 7 If your update is successful, go to Step 9.

Step 8 If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and go to Step 6.

Step 9 Go to the top of the screen to the form box, click on the down arrow.

Form: Screen 1 District Information

District: District

2005-2006 Screen 1 District Information

You must click UPDATE to save changes...The GO button does NOT save changes!

Screen 1 District Information

Screen 2 Program Data

Screen 3 Resident Students Tuitioned Out

Screen 4 Resident Students

Screen 5A Non-Resident Students Tuitioned In

Screen 5B Private Agency Students Tuitioned In

Screen 6 Receipts

Screen 7 Whole Grade Sharing

Screen 8 Part B Funds

Screen 9 Medicaid Reimbursement

Screen 10 State/Local Expenditures

Screen 11 Balance

Screen 12 Certification

Exit to Application Menu

Go Exit

provides

ly

Step 10 Highlight “2 Program Data”

Step 11 Click on **Go** button

Screen 2 – 2005-2006 2 Program Data

Step 1 Go to Section A box, click on the cells where you want to enter the number of classes.

Section A: Report the number of special education rosters in the district.					
		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Total Classes	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

This section asks for a count of the number of special education rosters in your district, which may match the number of teachers your district has or not. For example, some special education programs have 1 teacher with 2 rosters or vice-versa.

Step 2 When you have entered all the classes in Section A, scroll down to Section B.

Section B: Report the headcount of special education teachers in the district. Each teacher is counted as one whether employed full or part time					
		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Total Teachers	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

This is a reporting of the district's head count of special education teachers. Each teacher is counted as one whether he or she is employed as full time or part time.

Step 3 Click on the cells where you want to enter the number of teachers.

Step 4 When you have entered all the teachers in Section B, scroll down to Section C or D.

Section D: Report the headcount of special education paraprofessionals in the district. Each paraprofessional is counted as one whether employed full or part time. Note – If a special education paraprofessional serves students in more than 1 program model or Weight the district is to report them only once in the program model or Weight where they are assigned the majority of the time.					
		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
App Dist Dev Del System					
Total Paras	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

In this section, the district reports a headcount of special education paraprofessionals. Each paraprofessional is counted as one whether he or she is employed part time or full time. If a paraprofessional serves students in more than 1 program model or level report them only once in the program model or level where they are assigned the majority of the time.

Step 5 Click on the cells where you want to enter the number of paraprofessionals.

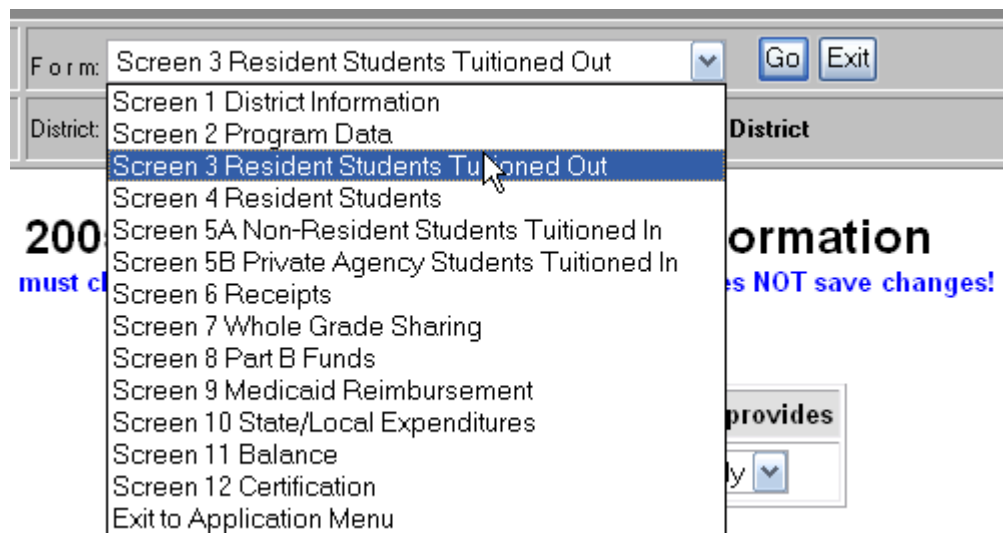
Step 6 Scroll to top of screen and click on the **Update** button.

Step 7 If your update is successful, go to Step 9.

Step 8 If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the **Update** button.

Step 9 Go to the top of the screen to the form box, click on the down arrow.

Step 10 Highlight “3 Resident Students Tuitioned Out”.




Step 11 Click on **Go** button.

Screen 3 – 2005-2006 3 Resident Students Tuitioned Out

This screen records the headcount of Resident Students who are enrolled in a Special Education Program provided by another district or agency. On this screen, each district enters the name of the district, AEA, college, private agency, or out of state placement providing services, the number of students who were served, and the total contracted dollar amount billed by the named districts, AEAs, colleges, private agencies or out of state placements. This information is to be reported by the program model or level identified on the student's IEP.

Step 1 If your district has special education students tuitioned out to another district, select the **Add** button.

District, AEA or College Query:	<input type="text"/>
Other Category:	<input type="text"/>
	
1.72 Level I Students	<input type="text"/>
Total 2005-2006 Contract Dollars	<input type="text"/>
2.21 Level II Students	
Total 2005-2006 Contract Dollars	<input type="text"/>
3.74 Level III Students	
Total 2005-2006 Contract Dollars	<input type="text"/>

Step 2 Enter the name of the district, AEA, college, private agency, or out of state placement.

Step 3 Enter the number of students in each program model or level.

Step 4 Enter the total contract dollars in each program model or level.

Step 5 When you have completed these steps, go to top and hit **Update** button.

2005-2006 Screen 3 Resident Students Tuitioned Out

You must click UPDATE to save changes...The GO button does NOT save changes!



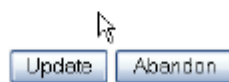
Update	Abandon
---------------	----------------

Step 6 If your update is successful, go to Step 8.

- Step 7** If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the **Update** button.
- Step 8** Repeat steps 1 through 6 until you have added all the districts, which serve your district's tuitioned out students.
- Step 9** If you mistakenly clicked on the **Add** button and you don't want to make an entry in the query box click on the **Abandon** button and the program will return to the previous screen.

2005-2006 Screen 3 Resident Students Tuitioned Out

You must click UPDATE to save changes...The GO button does NOT save changes!



- Step 10** When all districts are entered click on the **Update** button.



RESIDENT STUDENTS TUITIONED OUT TO RE

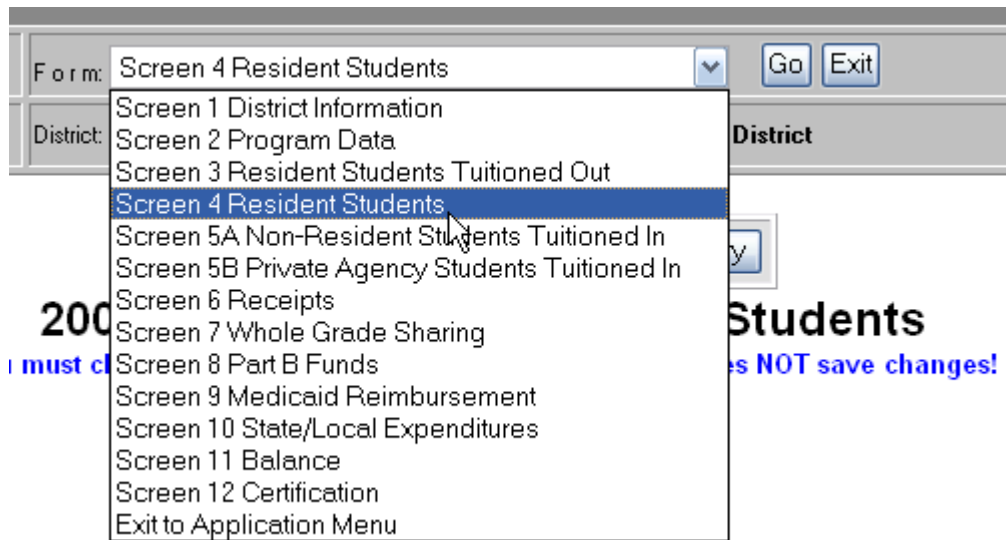


- Step 11** Scroll down your list of districts to check its accuracy. If there is an error in an entry, click the **Edit** button to the left of the entry to change the query box. If an entry is totally wrong, you can click on the **Delete** button to remove the entry.

	District #	Name	1.72 Weight	Total 2005-2006 Contract Dollars	2.21 Weight	Total 2005-2006 Contract Dollars	3.74 Weight	Total 2005-2006 Contract Dollars	
Edit	6957	West Des Moines Comm School District	0	0	3	\$14,056	1	\$32,046	Delete
Edit	0thr	4 Oaks	1	\$5,000	3	\$16,890	2	\$32,000	Delete
Edit	2673	Nodaway Valley Comm School District	1	\$1,560	0	0	0	0	Delete
TOTALS			2		6		3		11
				\$6,560		\$30,946		\$64,046	\$101,552

- Step 12** After the information is correct, select the **Submit** and go to Step 14.
- Step 13** If your submission is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on **Submit** button.

Step 14 Go to the top of the screen to the form box, click on the down arrow and highlight “4 Resident Students”.



Step 15 Click on **Go** button.

Screen 4 – 2005-2006 4 Resident Students

This screen records the headcount of Resident Students who are enrolled in a Special Education Program provided by the reporting district. The school business manager is to enter the total number of resident students (head count) actually served in district programs during the reporting school year. This headcount includes resident students who were served 1 day, 10 days, 100 days, or all 180 days.

Step 1 Verify the Section C entries match the totals you entered on Screen 3. These totals were transferred automatically from your entries on Screen 3 – Resident Students Tuitioned Out. If the totals do not match, you will need to return to Screen 3 – Resident Students Tuitioned Out and make corrections to those entries.

Section C: Each district should check this section to see if the totals match what was entered on Screen 3 – Resident Students Tuitioned Out. Any corrections to this section will need to be made on Screen 3.					
Agencies		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Districts	1	1	3	1	5
AEAs & CC	2	0	0	0	0
Other	3	1	3	2	6
Total Students	5	2	6	3	11

Step 2 Go to Section A or Section B box, click on the cells where you want to enter the number of students.

Section B: Report a headcount of Resident Students who are enrolled in a special education program provided by the reporting district.					
Approved District Developed Delivery Systems		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Total Students	1	25	35	19	79

Step 3 When you have entered all the students in Section A or B, scroll down to Section D.

Section D: Report "missing" students who were enrolled in district during the reporting year but received no special education services.					
		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Total Students	1	0	0	0	0

Note: It is important this section only be completed when the district served fewer students in the reporting year than were counted in the previous October (for 2005-2006 that would be the October 2004 count). Check these numbers by each program model or level. Only report students who were on the October 04 count, were enrolled in your district during the reporting year, but were only served in the general education program and did not receive any special education services. The students reported in this

section will automatically be used in the general program expenditures calculation on Screen 10.

Step 4 Click on the cells where you want to enter the number of students.

Step 5 When you have entered all the students in Section D, scroll down to Section E.

Section E: Report "missing" students who were not enrolled in the district at any time during the reporting year.					
		1.72	2.21	3.74	
		Weight I	Weight II	Weight III	Total
		(1)	(2)	(3)	(4)
Total Students	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Note: It is important this section only be completed when the district served fewer students in the reporting year than were counted in the previous October (for 2005-2006 that would be the October 2004 count). Check these numbers by each program model or level. Only report students who were on the October 04 count and did not attend school in your district at any time during the reporting school year.

Step 6 Click on the cells where you want to enter the number of students.

Step 7 When you have entered all the students in Section E, scroll to top of screen and click on the Update button.

2005-2006 Screen 4 Resident Students

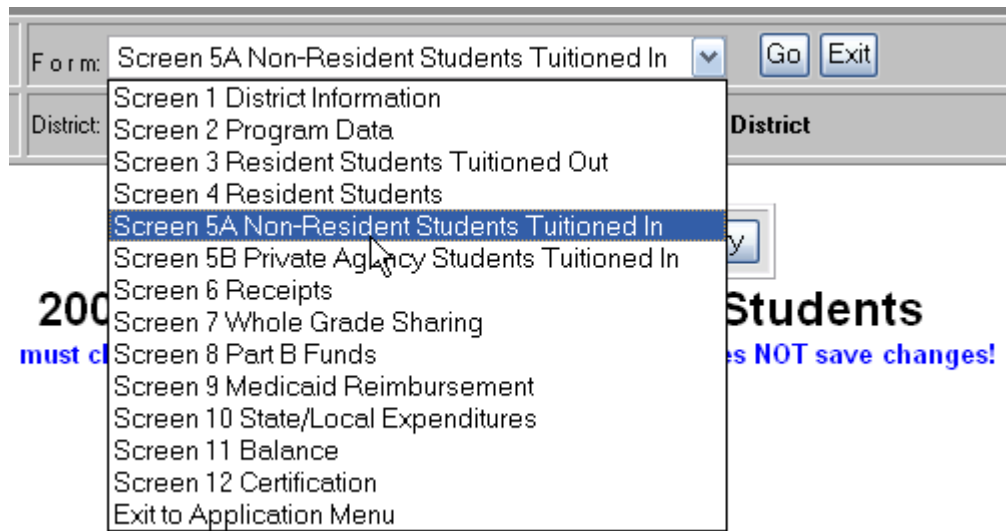
You must click UPDATE to save changes...The GO button does NOT save changes!

Update

Step 8 If your update is successful, go to Step 10.

Step 9 If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the Update button.

Step 10 Go to the top of the screen to the form box, click on the down arrow and highlight “5A Non-Resident Students Tuitioned In”.



The screenshot shows a web application interface. At the top, there is a form with two fields: 'Form' and 'District'. The 'Form' field has a dropdown menu open, showing a list of screens. The option 'Screen 5A Non-Resident Students Tuitioned In' is highlighted. To the right of the 'Form' field are two buttons: 'Go' and 'Exit'. Below the 'Form' field, there is a 'District' field. In the background, there is a large text '200' and a blue text 'must cl'. To the right, there is a large text 'Students' and a blue text 'es NOT save changes!'.

Step 11 Click on **Go** button.

Screen 5A – 2005-2006 5A Non-Resident Students Tuitioned In

This section reports the number of non-resident students (headcount) enrolled in a special education program provided by your district. This includes students sent by their IEP team from another district, students from whole grade sharing partner districts, students who are open enrolled, district court placed children, and children living in foster care facilities, as defined by the Code of Iowa, Sections 282.19 and 282.29.

Step 1 If your district has special education students tuitioned in from another district, select the **Add** button.

District, AEA or College Query:	<input type="text"/>
Other Category:	<input type="text"/>
1.72 Weight Number of Students	<input type="text"/>
Actual Salaries	<input type="text"/>
Actual Employee Benefits	<input type="text"/>
Actual Employee Travel	<input type="text"/>
Actual Supply & Materials	<input type="text"/>
Actual Contract Services (Non-Tuition)	<input type="text"/>
Actual Pupil Transportation	<input type="text"/>
Actual Capital Outlay	<input type="text"/>
Actual Indirect Costs	<input type="text"/>
General Program Expenditures	<input type="text"/>

Step 2 Enter the name of the district or State the student is a resident of.

Step 3 Enter the number of students in each program model or level.

Step 4 Calculate the expense category percentages by program model or level using the “Screen 5A – Non-Resident Students Tuitioned In Worksheet”. After the percentages have been calculated, enter the billing totals and general program expenditures for each district billed by program model or level. When this is completed, the amounts to record for each expense category and program model or level will automatically calculate on the worksheet. Transfer these amounts to the appropriate cell on the screen. The location of the worksheet is http://www.iowa.gov/educate/index.php?option=com_docman&task=doc_download&gid=1449.

Step 5 When you have completed these steps, go to top and hit **Update** button.

2005-2006 Screen 5A Non-Resident Students Tuitioned In

You must click UPDATE to save changes...The GO button does NOT save changes!



- Step 6** If your update is successful, go to Step 8.
- Step 7** If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the **Update** button
- Step 8** Repeat steps 1 through 6 until you have added all the other districts' students, which are served, in your district.
- Step 9** If you mistakenly clicked on the **Add** button and you don't want to make an entry in the query box click on the **Abandon** button and the program will return to the previous screen.

2005-2006 Screen 5A Non-Resident Students Tuitioned In

You must click UPDATE to save changes...The GO button does NOT save changes!



- Step 10** When all districts are entered click on the **Submit** button.



RESIDENT STUDENTS TUITIONED OUT TO REP



- Step 11** Scroll down your list of districts to check its accuracy. If there is an error in an entry, click the **Edit** button to the left of the entry to change the query box. If an entry is totally wrong, you can click on the **Delete** button to remove the entry.

Headcount and contracted dollar amount of resident students tuitioned out to other agencies.															
	District #	Name	1.72 Weight Students	Actual Costs	Gen Prog Expend	2005-2006 Contract \$	2.21 Weight Students	Actual Costs	Gen Prog Expend	2005-2006 Contract \$	3.74 Weight Students	Actual Costs	Gen Prog Expend	2005-2006 Contract \$	
Edit	0243	Andrew Comm School District	8	20630	1600	22230	0	0	0	0	0	0	0	0	Delete
TOTALS				\$20,630	\$1,600	\$22,230		\$0	\$0	\$0		\$0	\$0	\$0	\$44460
			8				0				0				8

Step 12 If the information is correct, select the [Submit](#) and go to Step 14.

Step 13 If your submission is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on [Submit](#) button.

Step 14 Go to the top of the screen to the form box, click on the down arrow and highlight “5B Private Agency Students Tuitioned In”.

Form: Screen 5B Private Agency Students Tuitioned In ▼ Go Exit

District: District

- Screen 1 District Information
- Screen 2 Program Data
- Screen 3 Resident Students Tuitioned Out
- Screen 4 Resident Students
- Screen 5A Non-Resident Students Tuitioned In
- Screen 5B Private Agency Students Tuitioned In**
- Screen 6 Receipts
- Screen 7 Whole Grade Sharing
- Screen 8 Part B Funds
- Screen 9 Medicaid Reimbursement
- Screen 10 State/Local Expenditures
- Screen 11 Balance
- Screen 12 Certification
- Exit to Application Menu

Step 15 Click on [Go](#) button.

Screen 5B – 2005-2006 5B Private Agency Students Tuitioned In

Step 1 Scroll down to the 28E Agreements question and click yes or no.

Does your district have any private agency agreements in place with a private agency or agencies, which share your authority to educate, located within your district boundaries? Other districts, AEAs, preschools, or sheltered workshops are not 28 E agreement private agencies. Some examples of private agencies would be Tanager Place, Boys & Girls homes, etc. After you enter your information you must click the 'Update' button to submit the information.

Do not record any residents on this screen who were provided education services by the 28E private agency. The costs associated with the resident students will be recorded, by level or program model, on screen 10, line 5.

Submit

☐ CHECK THE BOX IF YOU DO NOT HAVE ANY PRIVATE AGENCY TUITION IN STUDENTS TO REPORT AND CLICK THE SUBMIT BUTTON ABOVE

Step 2 If you selected yes, type in the name of the private agency and click on the **Submit** button above the Yes/No. After it has updated, click the **Add** button to enter information about the private agency. If you entered no, go to Step 16.

Step 3 If the private agency in your district has special education students tuitioned in from another district, select the **Add** button.

District, AEA or College Query:	<input type="text"/>
Other Category:	<input type="text"/>
1.72 Level I Students	<input type="text"/>
Total 2005-2006 Contract Dollars	<input type="text"/>
2.21 Level II Students	<input type="text"/>
Total 2005-2006 Contract Dollars	<input type="text"/>
3.74 Level III Students	<input type="text"/>
Total 2005-2006 Contract Dollars	<input type="text"/>

Step 4 Enter the name of the district or State the student is a resident of.

Step 5 Enter the number of students in each program model or level.

Step 6 Enter the total contract dollars in each program model or level.

Step 7 When you have completed these steps, go to top and hit **Update** button.

2005-2006 Screen 5B Private Agency Students Tuitioned In

You must click UPDATE to save changes...The GO button does NOT save changes!



Step 8 If your update is successful, go to Step 10.

Step 9 If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the **Update** button.

Step 10 Repeat steps 1 through 6 until you have added all the students from other districts served by the private agency in your district.

Step 11 If you mistakenly clicked on the **Add** button and you don't want to make an entry in the query box click on the **Abandon** button and the program will return to the previous screen.

2005-2006 Screen 5B Private Agency Students Tuitioned In

You must click UPDATE to save changes...The GO button does NOT save changes!



Step 12 When all districts are entered click on the **Submit** button.



PRIVATE AGENCY TUITION IN STUDENTS T



Step 13 Scroll down your list of districts to check its accuracy. If there is an error in an entry, click the **Edit** button to the left of the entry to change the query box. If an entry is totally wrong, you can click on the **Delete** button to remove the entry.

	District #	Name	1.72 Weight	Total 2005-2006 Contract Dollars	2.21 Weight	Total 2005-2006 Contract Dollars	3.74 Weight	Total 2005-2006 Contract Dollars	
Edit	1611	Davenport Comm School District	2	\$12,356	4	\$29,347	1	\$15,236	Delete
TOTALS			2		4		1		7
				\$12,356		\$29,347		\$15,236	\$56,939

Step 14 After the information is correct, select the **Submit** and go to Step 16.

Step 15 If your submission is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on **Submit** button.

Step 16 Go to the top of the screen to the form box, click on the down arrow and highlight “6 Receipts”.

The screenshot shows a web application interface. At the top, there is a 'Form:' dropdown menu with 'Screen 6 Receipts' selected. To the right of the dropdown are 'Go' and 'Exit' buttons. Below the dropdown, a list of screens is displayed, with 'Screen 6 Receipts' highlighted. The list includes: Screen 1 District Information, Screen 2 Program Data, Screen 3 Resident Students Tuitioned Out, Screen 4 Resident Students, Screen 5A Non-Resident Students Tuitioned In, Screen 5B Private Agency Students Tuitioned In, Screen 6 Receipts, Screen 7 Whole Grade Sharing, Screen 8 Part B Funds, Screen 9 Medicaid Reimbursement, Screen 10 State/Local Expenditures, Screen 11 Balance, Screen 12 Certification, and Exit to Application Menu. The background shows a form with fields for 'District:' and 'Form:', and buttons for 'Go' and 'Exit'.

Step 17 Click on **Go** button.

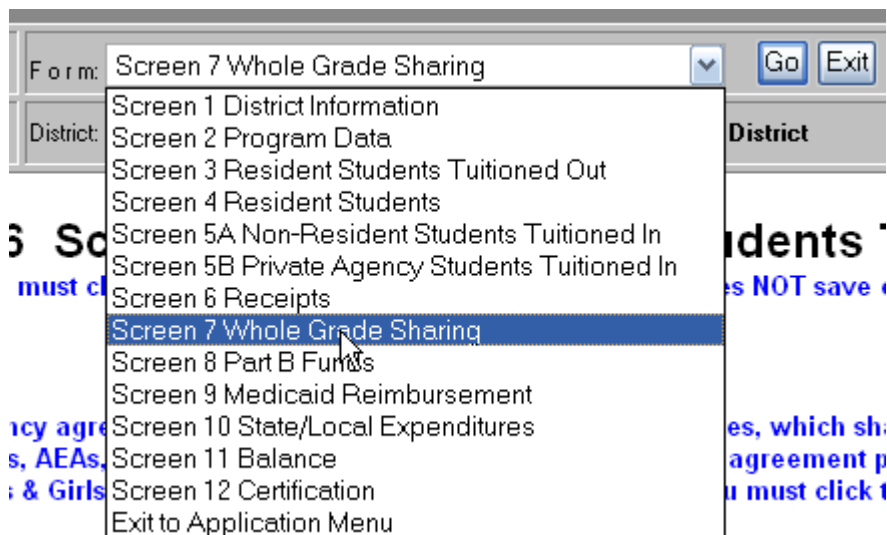
Screen 6 – 2005-2006 6 Receipts

This screen displays the reporting year's receipts generated by special education students as prescribed by Chapters 257 and 256B. On this screen, no information needs to be completed. The district just needs to review the information for correctness.

Step 1 Go to top of the screen and hit the Update button.



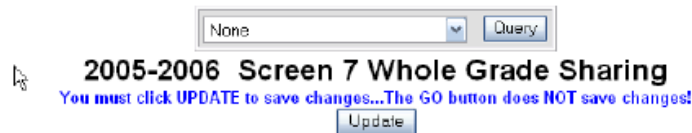
Step 2 Go to the top of the screen to the form box, click on the down arrow and highlight “7 Whole Grade Sharing”.



Step 3 Click on Go button.

Screen 7 – 2005-2006 7 Whole Grade Sharing

Step 1 If your district is not in a whole grade sharing agreement with another district click on the box next to “CHECK IF YOU ARE NOT WHOLE GRADE SHARING.” And then go to Step 9.



NOTE: You may either check the box indicating no whole grade sharing OR input the number of students who participate in whole grade sharing and identify the district(s) with which your district whole grade shares, NOT BOTH!

Step 2 If your district is in a whole grade sharing agreement go to the “Calculating General Program Expenditures when district is involved in a whole grade sharing agreement” box.

Calculating General Program Expenditures when district is involved in a whole grade sharing agreement				
Program or level		Headcount of Resident Students from Screen 4	Students served by partner district or districts from Attachment 1	Col.1-Col.2 Enter this amount in corresponding program or level row, col.2 on Wkst B
		(1)	(2)	(3)
Level I - 1.72	1	25	23	54
Level II - 2.21	2	35	3	17
Level III - 3.74	3	19		

Step 3 Fill in column 2 with the number of students served by your partner district or districts. **You should have reported these student numbers as tuitioned-out to your whole grade sharing partner(s).**

Step 4 After you have entered the number of students in column 2, click on the **Add** button below your entry box.

If you are Whole Grade Sharing, please click the ADD button below and add the district's that you are partnering with.

ADD

- Step 5** Enter the name of your whole grade sharing partner district and the grades, which you share. Click on the down arrow to the right of the first entry box and enter the lowest grade then click on the down arrow to the right of the 2nd entry box and enter the highest grade. After you have made these 3 entries (district name, lowest grade level at which you share and highest grade level at which you share), click on the **Update** button.



District Number or Name Query:	From Grade	To Grade
<input type="text"/>	Prekindergarten ▼	Prekindergarten ▼

- Step 6** If you have mistakenly clicked on the **Add** button and you don't want to make an entry in the query box, click on the **Abandon** button and the program will return to the previous screen.

- Step 7** Check the accuracy of your entries at the bottom of the screen. You may either edit or delete any entry at this point.

	District	Name	
Edit	1350	Collins-Maxwell Comm School District	Delete

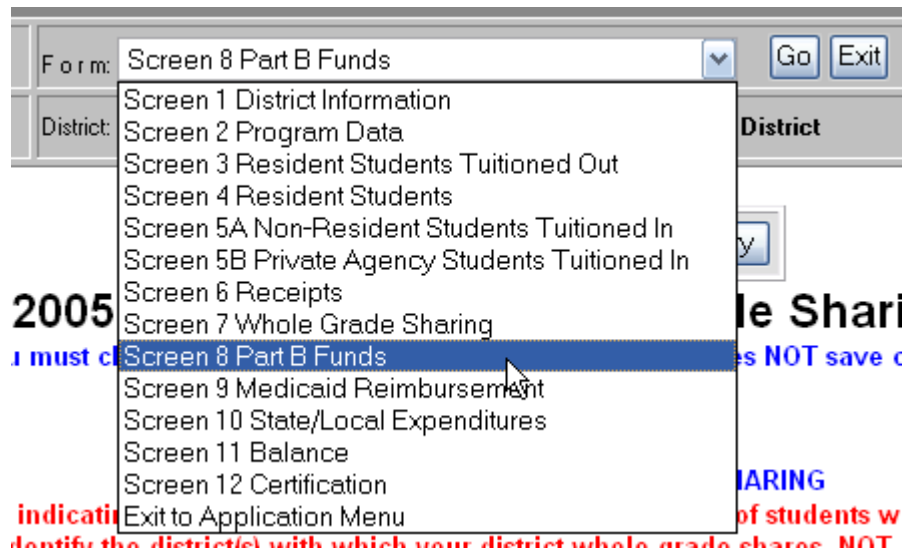
- Step 8** Add additional entries as needed by repeating Steps 4 through 5.

- Step 9** Go to top of screen and click on the **Update** button.



- Step 10** If your update is successful, go to Step 12.
- Step 11** If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the **Update** button.
- Step 12** Go to the top of the screen to the form box, click on the down arrow.

Step 13 Highlight “8 Part B Funds”.



Step 13 Click on  button.

Screen 8 – 2005-2006 8 Part B Funds

Step 1 Section A will show your district's Part B dollar allocation.

A. Total allocation of Part B Funds for the 2005-2006	
Total Allocation	\$43,785

Step 2 In Section B, fill in column 1-3 to show how your district expended your Part B dollars. The program will automatically total your expenditures.

B. Report how Part B Dollars were expended.				
	Expenditure Account	1.72 Weight I	2.21 Weight II	3.74 Weight III
1	Salaries (Instructional Only)	7500	5000	2600
2	Employee Benefits (Instructional Only)	2400	1500	600
3	Employee Travel (Instructional Only)	50	64	13
4	Supplies & Materials Consumables	2723	150	697
5	Contracts (Non_tuition)	500	634	950
6	Pupil Transportation	1000	1689	10000
7	Capital Outlay	1000	700	5
8	Tuition	3000	1000	10
9	Total	\$18,173	\$10,737	\$14,875

Step 3 The program will automatically calculate the difference between the expenditures you reported and your district's allocation.



A screenshot of a software interface showing a box with the title "Total Unspent Part B Dollars" in blue text. Below the title, the value "\$0" is displayed in black text.

Step 4 Go to the top of the screen and click the **Update** button.

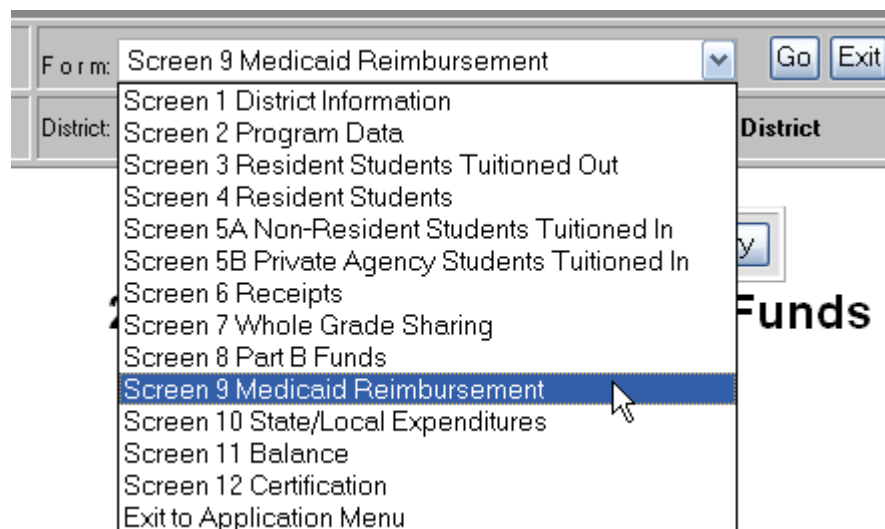
2005-2006 Screen 8 Part B Funds

Update Successful!

Update

Step 5 Go to the top of the screen to the form box, click on the down arrow.

Step 6 Highlight "9 Medicaid Reimbursement".



A screenshot of a software interface showing a dropdown menu. The menu is open, displaying a list of screens. The screen "Screen 9 Medicaid Reimbursement" is highlighted in blue. The list includes: Screen 1 District Information, Screen 2 Program Data, Screen 3 Resident Students Tuitioned Out, Screen 4 Resident Students, Screen 5A Non-Resident Students Tuitioned In, Screen 5B Private Agency Students Tuitioned In, Screen 6 Receipts, Screen 7 Whole Grade Sharing, Screen 8 Part B Funds, Screen 9 Medicaid Reimbursement, Screen 10 State/Local Expenditures, Screen 11 Balance, Screen 12 Certification, and Exit to Application Menu. The background shows a form with fields for "Form:" and "District:", and buttons for "Go" and "Exit".

Step 7 Click on **Go** button.

Screen 9 – 2005-2006 9 Medicaid Reimbursement

Step 1 Section A will show your district's Medicaid Reimbursement dollars.

A. Total Medicaid Reimbursement for the 2005-2006	
Total Allocation	\$20,099

Step 2 In Section B, fill in column 1-3 to show how your district reimbursed with Medicaid dollars. The program will automatically total your expenditures.

B. Report how Medicaid Dollars were reimbursed				
	Expenditure Account	Weight I Expenditures	Weight II Expenditures	Weight III Expenditures
1	Salaries (Instructional Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Employee Benefits (Instructional Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Employee Travel (Instructional Only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Supplies & Materials Consumables	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Contracts (Non_tuition)	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Pupil Transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Capital Outlay	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Tuition	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Total	0	0	0

Step 3 The program will automatically calculate the difference between the expenditures you reported and your district's allocation.

C. Unaccounted for Medicaid Reimbursement
\$20,099

Step 4 Go to the top of the screen and click the **Update** button.

2005-2006 Screen 9 Medicaid Reimbursement

Update

Step 5 Go to the top of the screen to the form box, click on the down arrow.

Step 6 Highlight “10 State/Local Expenditures”.

The screenshot shows a software window with a 'Form' dropdown menu open. The menu lists various screens, with 'Screen 10 State/Local Expenditures' highlighted. The background shows parts of the '2005-2006 Screen 9 Medicaid Reimbursement' window, including 'Go' and 'Exit' buttons.

Form:	District:
Screen 1 District Information	
Screen 2 Program Data	
Screen 3 Resident Students Tuitioned Out	
Screen 4 Resident Students	
Screen 5A Non-Resident Students Tuitioned In	
Screen 5B Private Agency Students Tuitioned In	
Screen 6 Receipts	
Screen 7 Whole Grade Sharing	
Screen 8 Part B Funds	
Screen 9 Medicaid Reimbursement	
Screen 10 State/Local Expenditures	
Screen 11 Balance	
Screen 12 Certification	
Exit to Application Menu	

Step 7 Click on **Go** button.

Screen 10 – 2005-2006 10 State/Local Expenditures

Rows 1, 6, 11, 16, 21, 26, 31, and 36 are for reporting the **total allowable special education expenditures**, for allowed object codes, from each expense category for special education services provided in district programs.

Step 1 Enter the appropriate total allowable amounts from your books into each cell for row 1. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 100-109 Paraprofessionals
- 120-129 Teachers
 - Remedial Specialist (If required on IEP)
 - Behavioral Management Specialist (If required on IEP)
- 130-139 Nurse (If required on IEP)
 - Social Worker (If required on IEP)
 - Psychologist (If required on IEP)
 - Physical Therapist (If required on IEP)
 - Audiologist (If required on IEP)
 - Speech Therapist (If required on IEP)
 - Intervention Specialists (If required on IEP)

Total Salaries (Instructional Only)	1	1	1	3
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Step 2 Enter the appropriate total allowable amounts from your books into each cell for row 6. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 210-219 Group Insurance (For employees listed above only)
- 220-229 Social Security Contributions (For employees listed above only)
- 230-239 Retirement Contributions (For employees listed above only)
- 240-249 Tuition Reimbursement (For employees listed above only)
- 270-279 Health Benefits (For employees listed above only)
- 290-299 Other Employee Benefits (For employees listed above only)

Total Employee Benefits (Instructional Only)	1	1	1	3
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Step 3 Enter the appropriate total allowable amounts from your books into each cell for row 11. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 580-585 Travel (For employees listed above only)

Total Employee Travel (Instructional Only)	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	3
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Step 4 Enter the appropriate total allowable amounts from your books into each cell for row 16. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 612 Instructional Supplies
- 613 Academic Student Assessment, testing supplies
- 641 Textbooks
- 642 Consumable Workbooks
- 643 Classroom Library Books
- 644 Periodicals
- 645 Textbook Substitutes (other than software)
- 647 Special Education Professional Library Materials
- 651 Textbook Substitutes (software)
- 652 Technology-related software
- 653 Technology-related repair and maintenance supplies

Total Supplies & Materials (Consumables)	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	3
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Step 5 Enter the appropriate total allowable amounts from your books into each cell for row 21. The district should report contracted expenditures for resident students who were served by other agencies on this row. Districts are to report whole dollars expended for contracted expenditures by weights. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 330 Professional Staff Development
- 430 Technology-related repair services and equipment-related repair services (not technology)
- 590-599 Inter-educational, Inter-agency Purchased Services (For instructional purposes only)

Total Contract Services (Non-Tuition)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
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Step 6

Enter the appropriate total allowable amounts from your books into each cell for row 26. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 170-179 Special Education Bus Driver
- 210-219 Group Insurance (For employee listed above only)
- 220-229 Social Security Contributions (For employee listed above only)
- 230-239 Retirement Contributions (For employee listed above only)
- 270-279 Health Benefits (For employee listed above only)
- 510-519 Student transportation purchased services for special education students
- 522 Auto/Bus Insurance (portion applicable to special education transportation)
- 670-679 Student transportation supplies (portion applicable to special education transportation)
- 732 Used special education vehicle purchase (if general fund is used to purchase vehicle)
- 732 New special education vehicle purchase – only amount based on a determined portion of the total purchase price per year, which is 1/7 for yellow buses and 1/4 for autos, vans, and wagons (if general fund is used to purchase vehicle)

Total Pupil Transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
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Step 7

Enter the appropriate total allowable amounts from your books into each cell for row 31. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 440 Technology-related equipment rental
- 680 Equipment repair parts (not technology)
- 734 Technology-related equipment
- 739 Classroom Equipment (excluding technology)

Total Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
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Step 8

Enter the appropriate total allowable amounts from your books into each cell for row 36. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- Department of Education approved expenditures.

Total Indirect Costs	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
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Step 9

If your district has SBRC approval to charge additional administrative costs, you need to fill out the following two areas. In order to receive approval to include administrative expenses on the SES, your district must have one of the following facilities:

- Criterion A - The location in your district of a special education program in a separate facility of sufficient special education student population to warrant a special education certified administrator.
- Criterion B - The location in your district of one or more residential facilities, other than private homes, with sufficient special education student population that is served by your district.

In addition, your district must also fill out an application to the SBRC and receive approval at the December meeting.

Enter the appropriate total amounts from your books into each cell for row 37. **These amounts cannot exceed the SBRC approval amount.** You can tab from one entry cell to the next. If you have no entry, just tab to the next cell. The following Object Codes are allowed to determine these dollar amounts.

- 111 Special Education Director or Principal (based on time dedicated to special education)
- 115 Assistant Principal (based on time dedicated to special education)
- 151 Secretary (based on time dedicated to special education)
- 210-219 Group Insurance (For employees listed above only – percentage of time dedicated to special education)
- 220-229 Social Security Contributions (For employees listed above only – percentage of time dedicated to special education)
- 230-239 Retirement Contributions (For employees listed above only – percentage of time dedicated to special education)
- 270-279 Health Benefits (For employees listed above only – percentage of time dedicated to special education)

On row 38, enter the appropriate book total amounts for receipts from other districts you billed for these administrative expenses on non-resident students educated in these special education programs. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell.

Administration SBRC Approval	<input type="text" value="2"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	6
Administration SBRC Receipts from other districts	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	3
State/Local of Administration SBRC	1	1	1	3

Step 10 Check the accuracy of row 41 – General Program Expenditures with the calculations you came up with on your report. If corrections need to be made you will need to adjust and update Screens 4, 7, and 10. Row 41 requires no entries by the reporting district. The Web SES program automatically performs the calculation for general program expenditures. To assure an accurate calculation of your district’s general program expenditures follow these steps:

1. Go to Screen 4 – Resident, check accuracy, and update that screen.
2. Go to Screen 6 – Receipts, check accuracy, and update that screen.
3. Go to Screen 7 – Whole Grade Sharing, check accuracy, and update that screen.
4. Go to Screen 10 – State/Local Expenditures, check accuracy, and update that screen.

Subtotal Special Education Expenditures	369	369	369	1,107
General Program Expenditures	112,162.25	25,809.92	9,527.49	147,499.66
Contract Services (Tuition)	28	58	88	174
Subtotal State/Local Special Education Expenditures	112,559	26,237	9,984	148,781

Step 11 The Web SES program automatically inputs the amounts for row 42 Contract Services (Tuition). These amounts are automatically inputted from Screen 3 – Resident Students Tuitioned Out and reduced by inputs on Screen 8 and 9, if applicable. Please verify the accuracy of these cells to ensure an appropriate recording.

Step 12 Enter the appropriate total amounts from your books for Phase I/II into each cell for row 44. If your salary totals you listed on row 1 do not include Phase I/II, you should enter zero in these cells. If you do enter zeros in these cells, you may have to provide verification the salary totals do not include Phase I/II. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell.

Step 13 Enter the appropriate total amounts from your books for Teacher Quality/Mentoring into each cell for row 45. If your salary totals you listed on row 1 do not include Teacher Quality/Mentoring, you should enter zero in these cells. If you do enter zeros in these cells, you may have to provide verification the salary totals do not include Teacher Quality/Mentoring. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell.

Step 14 Enter the appropriate total amounts your district received under the Iowa High Cost Fund into each cell of row 46. You can tab from one entry cell to the next. If you have no entry, just tab to the next cell.

Step 15 On row 47 and 48, enter descriptions and dollar amounts of any additional revenue received by the district to assist in the funding of your special education program. Examples of additional revenues may include, but are not limited to:

- Smart Start
- Closing the Achievement Gap
- Various small grants
- Transition Alliance Program
- Hurricane Relief Assistance
- Safe & Drug Free
- Donations

If you have no entry, just tab to the next cell.

Subtotal State/Local Special Education Expenditures	112,559	26,237	9,984	148,781
Phase I/II	1	1	1	3
Teacher Comp/Mentoring	1	1	1	3
High Cost fund	1	1	1	3
Other Revenue Explain: test	1	1	1	3
Other Revenue Explain: test	1	1	1	3
DE Adjustments	-3	-3	-3	.9
Total State/Local Special Education Expenditures	112,557	26,235	9,982	148,775

Step 16 Go to top of screen and click on the Update button.



Step 17 If your update is successful, go to Step 19.

Step 18 If your update is unsuccessful, scroll down, the errors will be highlighted in red. Make corrections and click on the Update button.

Step 19 Go to the top of the screen to the form box, click on the down arrow.

Step 20 Highlight “11 Balance”.

The screenshot shows a software window with a 'Form:' dropdown menu. The menu is open, displaying a list of options: '4 Program Data', '5 Non-Resident Students', '6 Tuition-In and Tuition-Out', '7 Receipts', '8 Whole Grade Sharing', '9 Net Expenditures', '10 State/Local Expenditures', '11 Balance' (which is highlighted with a blue background), '12 Part B Funds', '13 Certification', and 'Exit to Application Menu'. To the right of the dropdown are 'Go' and 'Exit' buttons. Below the dropdown, there is a 'District:' label and a list of districts including 'Comm School Dis'. On the left side, there is a 'N' button and a large number '200'. At the bottom left, there is a blue 'UPDA' button. On the right side, there is a 'penditure' label and a blue text string 'does NOT save c'.

Step 21 Click on **Go** button.

Screen 11 – 2005-2006 11 Balance

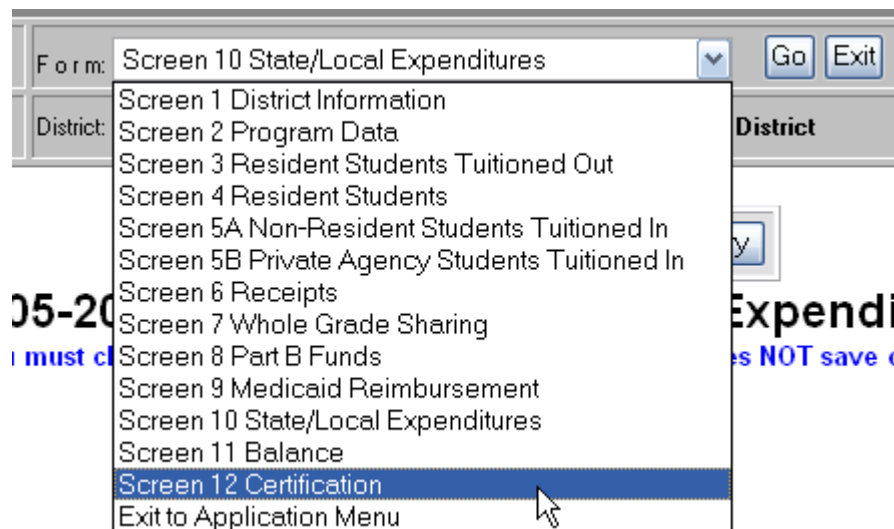
Step 1 Verify this balance and any carryover from the previous year.

Combined Grand Total Expenditures					
Programs or Levels	1.72 (1)	Programs or Levels	2.21 (2)	Programs or Levels	3.74 (3)
Total State/Local Expenditures	1 112,617	Total State/Local Expenditures	1 26,295	Total State/Local Expenditures	1 10,042

Balance of Funds Resident Students Only					
		1.72 (1)	2.21 (2)	3.74 (3)	Total (4)
2005-2006 Balance of Generated Funds	1	572,254	256,234	245,093	1,073,582
2004-2005 Carryover	2				

Step 2 Go to the top of the screen to the form box, click on the down arrow.












Step 3 Highlight “12 Certification”.



Step 4 Click on **Go** button.

Screen 12 – 2005-2006 12 Certification

Step 1 Make sure that all your district level forms are **COMPLETE**.

DISTRICT LEVEL FORMS	STATUS
	COMPLETE
	COMPLETE
	COMPLETE
	COMPLETE
	COMPLETE
	COMPLETE
	COMPLETE
	COMPLETE
	NOT COMPLETE
	COMPLETE
	SUMMARY

Step 2 If not, go back to the incomplete screens and complete them

Step 3 **Please note:** Be sure that you want to certify because once you certify this report you will only be able to browse it. If you need to make any changes after certifying, you will need to contact Steve Crew so he can uncertify your report. Uncertifying can only be done at the Department.

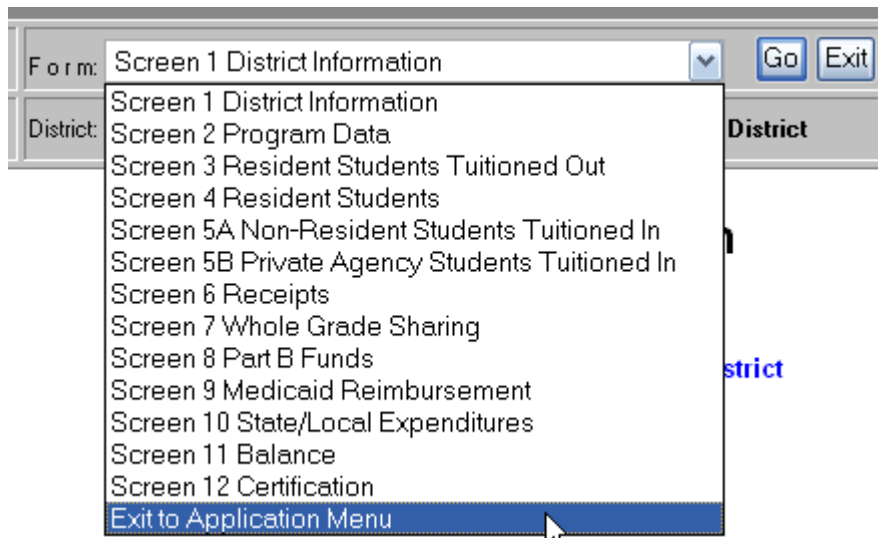
Step 4 If yes, read the certification statement at the top and, if it is accurate, click on Certify button.

By clicking the "CERTIFY" button below, I, as Superintendent or Chief Administrator, certify that the data reported on the Special Education web forms is, to the best of my knowledge and belief, true and accurate.



Step 5 Go to the top of the screen to the form box, click on the down arrow.

Step 6 Highlight “Exit to Application Menu”.



Step 7 Click on the **Go** button.

Step 8 You are now finished. Good Work!